

# CRITERIA FOR AWARDS

(Please refer to GPD 3451.1D and OHR Web Page (<http://ohr.gsfc.nasa.gov/awards/home.htm>) for additional information)

## AWARDS OF EXCELLENCE

**CUSTOMER SERVICE EXCELLENCE:** Demonstrated performance and significance of contributions relative to the requirements of an individual's position or the team's charter. Evidence of exceeding customer expectations as evidenced by such characteristics as timely deliverables; reliable and quality products and services, economic use of Center resources, and customer relations that include effective communications and a flexible, proactive approach to problem solving.

**DIVERSITY ENHANCEMENT:** *Equal Opportunity:* Outstanding accomplishments whose scope and impact further the Center's affirmative employment and workforce representation goals.

**Disadvantaged Business Goal Achievement:** Outstanding accomplishments whose scope and impact further the Center's socioeconomic goals

**Diversity:** Accomplishments that, through the inclusion, utilization, and participation of the Center's diverse workforce enable the Center to better perform its mission through teamwork, respect, and use of the Center's diversity and innovation.

**EXCELLENCE IN OUTREACH:** Consideration will be made of quality of the products, science, technology, and services, particularly their relevance and effectiveness with a specific audience, how effectively resources are leveraged to increase the number or diversity of audiences impacted or the level and significance of the involvement of new partnerships or contract relations resulting from outreach efforts.

**OUTSTANDING MENTOR:** Accessibility to protégé; modeling and transmitting the Center's values and traditions; sponsoring and providing the employee new experiences; effectiveness in transferring personal knowledge, meaningful advice, insights and experiences; or demonstrated insight into the protégé's unique mentoring needs.

**OUTSTANDING TEAMWORK—Group:** Evidence that the team made a significant, extraordinary contribution to the Center's mission while maximizing the use of its resources and the capabilities of all team members in achieving its goals.

**QUALITY AND PROCESS IMPROVEMENT:** Initiative, innovation, and scope of improvements on the quality of products and services provided or achievements that reduce waste of government resources. Scope and impact are relative to the process being improved.

**SAFETY AWARD OF HONOR:** Demonstrated evidence of safety contributions that significantly impact the Center's implementation of the NASA mission or mitigate or control safety risks to personnel, facilities, equipment, and operations.

**SECRETARIAL AND CLERICAL EXCELLENCE:** Exceptional performance of secretarial or clerical functions in such an extraordinary manner as to warrant special recognition.

## GSFC ANNUAL HONOR AWARDS

**AWARD OF MERIT:** An employee's career exemplifies the Center's Values and Goals and the employee has made extensive, prolonged, and significant mission contributions within his/her career field.

**GODDARD EARTH SCIENCE ACHIEVEMENT:** Demonstrated individual excellence in science as evidenced by science, patents, peer-reviewed publications, or hardware development.

**GODDARD ENGINEERING ACHIEVEMENT:** Demonstrated individual excellence in innovative engineering solutions to technological problems as evidenced by patents or hardware development.

**EXCEPTIONAL ACHIEVEMENT:**

**REFER TO GPD 3451.1D, B.4.1.a**  
(<http://ohr.gsfc.nasa.gov/awards/home.htm>)

**OUTSTANDING LEADERSHIP:** Consistency of vision with the Center's Goals and Values; evidence of commitment; ability to communicate with others; ability to influence peers, subordinates, or superiors; impact and scope of the actions which result from leadership. Scope and impact are to be determined relative to skill group.

**OUTSTANDING MANAGEMENT:** **1)** Exceptional organization performance is demonstrated by specific recent accomplishments or by increased organizational productivity in meeting customer requirements;

**2)** By a high level of employee satisfaction, organizational teamwork and a positive work environment as evidenced by feedback from subordinates/team members, peers, and supervisors; or

**3)** By implementing innovative methods to achieve diversity goals identified in the Center's Diversity Strategic Plan.

**SAFETY AWARD OF DISTINCTION:** Evidence of actions during an emergency that demonstrate selfless commitment to protecting and preserving human life while maintaining personal safety and safety of others.

**GODDARD SPACE SCIENCE ACHIEVEMENT:** Demonstrated individual excellence in science as evidenced by science, patents, peer-reviewed publications, or hardware development.

## COLLOQUIUM AND MEMORIAL AWARDS

**EXCELLENCE IN INFORMATION SCIENCE AND TECHNOLOGY:** Evidence of an outstanding contribution to the field of information science and technology.

**JOHN C. LINDSAY AWARD FOR SPACE SCIENCE:** Evidence of an outstanding contribution to space science or technology. The contribution may be a professional paper, a research project, or any other achievement in the Space Science area that reached maturity in the previous year or for career achievement.

**MOE I. SCHNEEBAUM AWARD FOR ENGINEERING:** Evidence of an outstanding contribution to advancing the technology of space flight and supporting ground systems. The contribution may be for a single or continuing significant engineering achievement or for a recent professional paper or research project.

**WILLIAM NORDBERG AWARD FOR EARTH SCIENCE:** Evidence of career accomplishments in the area of Earth sciences which exhibit the characteristics of Dr. Nordberg's career: broad scientific perspective, enthusiastic programmatic and technical leadership on the national and international levels, wide recognition by peers, and substantial research accomplishments in understanding Earth System processes.

**ROBERT C. BAUMANN AWARD FOR CONTRIBUTIONS TO MISSION SUCCESS:** Evidence of an outstanding contribution to the safety and reliability of Goddard's mission, projects, and activities.

# TRANSMITTAL SHEET

## GSFC ANNUAL HONOR & AWARDS OF EXCELLENCE AWARD NOMINATION

(Nominations Due to Awards Office, Code 114, Bldg 1, Room 143 by closing date of each particular awards call.)

To: 114/Awards Officer

Nominator: \_\_\_\_\_ Code: \_\_\_\_\_ Ext: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_  
Nominee: \_\_\_\_\_ Award: \_\_\_\_\_  
Name of Individual or Team: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Individual Accepting for the Team: \_\_\_\_\_  
Organization/Code/Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

☐ Civil Servant(s) ☐ Not a Civil Servant(s) ☐ Team Includes Both

**Please note:** For teams, the person listed as "Individual Accepting for the Team" unless otherwise noted, will serve as the point of contact for the review.

## TYPE OF AWARD

### ANNUAL AWARDS OF EXCELLENCE

(Awards conferred during Annual Awards of Excellence ceremony)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Service Excellence | <input type="checkbox"/> Outstanding Teamwork                |
| <input type="checkbox"/> Diversity Enhancement       | <input type="checkbox"/> Quality and Process Improvement     |
| <input type="checkbox"/> Excellence in Outreach      | <input type="checkbox"/> Safety Award of Honor               |
| <input type="checkbox"/> Outstanding Mentor          | <input type="checkbox"/> Secretarial and Clerical Excellence |

### ANNUAL HONOR

(Awards conferred during Goddard Annual Honor Awards ceremony)

- |  |   |
|--|---|
| <input type="checkbox"/> Award of Merit            | <input type="checkbox"/> Outstanding Management                                       |
| <input type="checkbox"/> Earth Science Achievement | <input type="checkbox"/> Robert C. Baumann Award for Contributions to Mission Success |
| <input type="checkbox"/> Engineering Achievement   | <input type="checkbox"/> Safety Award of Distinction                                  |
| <input type="checkbox"/> Exceptional Achievement   | <input type="checkbox"/> Space Science Achievement                                    |
| <input type="checkbox"/> Outstanding Leadership    |   |

### MEMORIAL / COLLOQUIA

(Awards conferred during a colloquia)

- |  |   |
|--|---|
| • Excellence in Information Science and Technology | • Moe I. Schneebaum Award for Engineering           |
| • John C. Lindsay Memorial Award for Space Science | • William Nordberg Memorial Award for Earth Science |

**NOTE:** Special nomination forms are used for the memorial/colloquia awards. Please refer to the specific call for nominations or visit the OHR Forms page (<http://ohr.gsfc.nasa.gov/Forms/Ohr/home.htm>) to obtain the nomination form.

**References:** (Please identify others who are knowledgeable about the accomplishment. List at least one reference; additional references are encouraged.)

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

Name/Code/Ext/E-Mail/Fax \_\_\_\_\_

**Goddard Space Flight Center**  
**ANNUAL HONOR & AWARDS OF EXCELLENCE AWARD NOMINATION**

Name of Individual or Team: \_\_\_\_\_

Type of Award (from Transmittal Sheet): \_\_\_\_\_

Citation: (Citation should be 25 words or less) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**JUSTIFICATION:**

*(How does nomination meet general and specific criteria? Specific examples must be identified.  
Do not simply write a job description or narrative. Please do not exceed the space provided.)*

A. Brief description of employee's/team's accomplishments, responsibilities, or career contribution related to the award criteria.

B. What are the specific ways the criteria for this award are met and the significance of these accomplishments related to the awards criteria? Identify in concise language.

**NOTE: IF THE AWARD IS FOR A TEAM ACCOMPLISHMENT, PLEASE PROVIDE A TYPED LIST OF THE TEAM MEMBERS INCLUDING NAME AND CODE AT TIME OF SUBMISSION. ALSO, PLEASE INDICATE WHETHER CIVIL SERVANT OR CONTRACTOR. IF CONTRACTOR, PLEASE PROVIDE THE NAME OF THE COMPANY.**

**Civil Servants**

Name	Code

**Contractors**

Name	Code	Company